

# **City of Kelso**

## **Hazel Street Railroad Grade Separation Project Owner Representative Request for Proposal**

The City of Kelso is completing the final design, entitlement and right of way certification process for the Hazel Street Railroad Grade Separation Project. The project is expected to enter the construction phase in mid-spring to early summer. The total project budget is approximately \$30 million and it is funded by both state and federal sources.

This project has been a sizable undertaking for the City. The decision was made to retain the services of a professional project manager to serve as Owner Representative (OR) through the duration of construction. This position will primarily serve as City staff augmentation overseeing the efforts of a full-service construction management (CM) consultant and providing required support managing the construction contract through close-out. The following is a general outline of the anticipated scope of services. A final scope of services will be negotiated upon selection. Include any applicable recommendations proposed to be added to provide as complete a set of services as possible.

### **Project Description**

The area of South Kelso that lies east of the Cowlitz River and west of the railroad grade is isolated and currently served by two at grade intersections; one at Mill Street and the other at Yew Street. Both crossings have poor sight distance due to grades and are controlled by automatic crossing barriers. Yew Street has horizontal geometric constraints as well.

The City has been in the development stages of a project for nearly a decade to provide a new unrestricted crossing that would replace two existing at-grade crossings and improve access to approximately 265 acres of land that is surrounded by the railroad and the river. With the railroad corridor between Kelso and Martin's Bluff receiving the addition of a third rail through Kelso, the need for safe crossings becomes more important as the crossing length increased with the rail bed expansion.

The overall project is to construct a grade separated roadway overcrossing in South Kelso in the vicinity of Hazel Street that spans South Pacific Avenue and the BNSF tracks and right-of-way. It also includes roadway improvements extending to South River Road.

The City has progressed through final design, land acquisition, and environmental and railroad approvals. The City of Kelso and Cowlitz County have entered into an Interlocal Agreement guiding cooperative efforts between the jurisdictions. The consultant selected for this phase of work will serve as an extension of City staff in an owner's representative (OR) role including overseeing the activities of a construction management consultant (consultant firm to be determined following selection of the OR) as well as the overall construction contract.

Funding is through Washington State's 2015 Connecting Washington funding package, administered by the WSDOT Rail Division, and Section 130 railroad crossing safety federal funding. The successful consultant will need to manage contract documentation in compliance with all funding sources.

### **General Activities**

Upon selection, the consultant will be required to prepare a project-specific scope of services to be approved by the City. Work may include:

- Serve as the City's Owner's Representative providing oversight as required by the City for the construction contract.
- Review and become familiar with the Project Contract Documents, permits (including Cowlitz County, BNSF, and environmental agencies), and the project site.
- Consult, advise, assist, and provide recommendations to the City and Engineering Consultant regarding specific risk items and mitigation strategies.
- Coordinate the efforts of the Engineering Consultant as required during bidding and construction.
- Coordination with City staff if requested for bid evaluation and project award.
- Provide liaison services with Kelso City staff, WSDOT Local Programs, WSDOT Rail office, utilities, environmental regulatory permitting agencies, Consolidated Diking District, Kelso-Longview Regional Airport, BNSF Railroad, neighboring property owners and businesses, police and emergency services, Kelso School District bus routes, and the traveling public throughout the duration of the project. Efforts may include City Council and County Commissioner briefings, attendance at site walks with jurisdictional stakeholders and community members, input for text updates to the City's website, and other outreach tasks.
- Work with the CM Consultant to ensure that:
  - Regularly held construction meeting agendas and meeting minutes are kept up to date and appropriately distributed to stakeholders
  - Project tracking logs for RFIs, submittals, CCOs, correspondence, etc. are kept up to date
  - Owner-related commitments are followed through
  - Monthly contractor's submittals are timely submitted and appropriately updated (such as schedule, certified payrolls, material certification/quality documentation, etc.)
  - Monthly pay applications are processed in a timely manner, accurately compensating the contractor for work completed
  - Permit conditions are met
  - Any potential claims are mitigated and/or documented properly in real time
- Assist in the engagement of specified subject matter expert (SME) professional consultants when needed.
- Monitor close-out of the project and administration of acceptance by the City.
- Construction Management Consultant Selection
  - Serve as the City's OR providing oversight as required by the City for CM professional services including the selection, negotiation, and management of the CM scope of services and budget.
  - Work with City staff to develop a Request for Proposals for CM services.
  - Facilitate the selection of a short list of candidates for interviews, participate in interviews and assist with selection of the CM firm.
  - Negotiate scope of services and fees with selected CM firm on behalf of the City. This is a federally funded project requiring familiarity with the WSDOT Local Agency Guidelines (LAG) Manual. All documentation and processes are to be implemented by the OR in execution of the CM professional services contract.
  - Manage CM contract including monthly invoice reviews and approvals.

### **Required Experience and Qualifications**

The term of the contract may be up to 30 months. The City will consider either a firm or single proprietor to complete this work. The selection will be heavily based on the qualifications of the individual identified to provide the services.

This is a complex project, with multiple permits from several jurisdictions, construction of a 400-foot long bridge, 4000 lf of roadway improvements, complete and partial acquisitions of multiple properties, a crossing of the BNSF Railway and several major utility impacts and relocations. Continuity of personnel will be essential for the term of the contract.

The successful candidate must possess the following skills and experience at a minimum:

- Demonstrated success managing multi discipline teams through design and construction of medium to large construction projects that involve land acquisitions, environmental approvals, and multi jurisdictional coordination for roadways, bridges, and utilities.
- Experience preparing and maintaining required state and federal project documentation, preferably using WSDOT Local Agency Guidelines (LAG) Manual.
- Demonstrated excellent organizational skills.
- Excellent communicator in both oral and written forms.
- Successful experience with public interface
- Scoping, negotiation, and management experience administering consultant contracts

### **Proposal Requirements**

Proposals shall be limited to 10 (ten) 8.5"x11" pages excluding an Appendix in 11-point font minimum. 11"x17" sheets will count as two pages. Each side of a sheet of paper is considered one page. No covers or brochures are permitted.

1. Cover Letter of Interest signed with a statement of availability to complete the work
2. Qualifications:
  - Describe experience with similar roles on similar projects
  - Describe your management and leadership style
  - Provide at least three references, including names, emails, and telephone numbers, for similar project roles.
3. Project Understanding
  - Discuss your understanding of key issues of the project
  - Describe critical issues associated specifically with this role on the project
  - Include any specific skills or experience that may be especially beneficial to the City in this role
4. Resumes
  - Abbreviated resume(s) (1-2 pages each) are permitted in an Appendix.

Clear, concise and creative responses are highly valued. The City encourages disadvantaged, minority, veteran, and women-owned consulting firms to respond.

The following information will be provided through the City of Kelso's website

- *City of Kelso Railroad Crossing Study – Design Options Summary Report*, prepared by David Evans and Associates, dated 3/4/2013.
- *Draft plans and specifications*

**Submittal Requirements**

Please submit four bound copies of the proposal along with a flash drive containing one file with the complete proposal by 3:00 PM on April 5, 2022. Postmarks will not be accepted. Submittals received after the deadline will not be considered.

Submit in a sealed envelope that is plainly marked with "Proposal – Hazel Street Grade Separation Owner Representative," and that bears the Proposer's name and address, addressed to:

City of Kelso  
Hazel Street Grade Separation Owner Representative  
Attention: Michael Kardas, PE  
203 S. Pacific, Ste. 205  
Kelso, WA 98626

All consultants submitting a proposal will be notified of the selection. Please do not contact the City or its representatives for status on the selection process.

Questions regarding the project or this Request for Proposal may be directed to Michael Kardas, PE at [mkardas@kelso.gov](mailto:mkardas@kelso.gov)

The City of Kelso in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

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